



Request for Proposals for Building Renovation

Project background

The City of Greenfield Water Utility are seeking qualified contractor and engineering services for the design, procurement and execution of a renovation and improvements to the office, shop, and parking of the Water Utility Administration Building. Generally, this work will require the architectural design, civil planning, and all improvement requirements for the expansion of the west wall of the administration section of the facility, roof and insulation replacement of the maintenance shop and garage, the replacement of all windows throughout the building, the update and expansion of the hygienic facilities, update areas as necessary for ADA compliance, update and modernize fire detection and alarm with security system, and the replacement of foyer and flooring system throughout. Interior repair and paint will also be required as part of this project. Additional work may be required based on condition at time of assessment.

Submittal Requirement

Firms interested in this project should prepare a Statement of Qualification, which includes the following:

- a. 1 page cover letter
- b. Maximum of 10 pages to address the SOQ criteria
- c. Maximum of 2 pages per person may be added for resumes
- d. Organizational chart of the proposed team
- e. Estimated fees for labor and material for the entirety of the work period

The submittal packet should be mailed or delivered with all required documentation to Greenfield Clerk Treasurer's Office at 10 S. State Street, Greenfield, IN 46140. This should be put to the attention: **Greenfield Water Utility Administration building renovation.**

There will be a pre-bid meeting **November 15, 2023 at 1:30 pm** in the Conference room at Water Administration Building, 451 S. Meek St. This meeting will be an opportunity to review the project. This meeting followed by an opportunity to conduct a site visit. If additional site visits are needed after the pre-bid site visit, contact Emily Ewing at (317) 477-4350, twenty four (24) hours in advance of desire walkthrough to coordinate access to the asset.

Deadline for proposal submission is **December 12, 2023 at 9:30 am**. The proposals will be opened at the Board of Works meeting on **December 12, 2023 at 10:00 am**.

The final selection of the winning firm will based on combination of documented qualifications and lowest responsive and responsible bid. The successful selection will be made at the Board of Works on **January 9, 2024 at 10:00 am**. Notice to proceed is expected to be issued on **February 1, 2024**.

Selection of Qualified Firm

Selection will be based on:

- a. The experience of the firm completing similar types of work and the experience of the project manager and key personnel of that team.
- b. The team's understanding of the existing facilities and approach to handling the renovation process.
- c. The selection process aesthetic parts of the renovation will be based on the practical and modernization techniques suggested.
- d. The method of disposal of the removed material to include the expended existing components.
- e. The best management practices for ensuring the property is maintained as per owner's expectations.



Substantial completion of the project shall be **180 days from notice to proceed** and the scope of this project will include the following items in full compliance with all federal, state, and local regulations and standards for such work to be accomplished:

1. Extension of the west exterior wall and the north interior wall of the administration building to add additional conference room space to accommodate additional seating area.
 - a. Remove interior door in north interior wall.
 - b. Partition northwest office space in to two office spaces of equal size
 - c. Adjust Ceiling lighting panels to ensure proper lighting in both spaces.
 - d. Work with city IT to ensure network connections necessary for workstations, printers, and any other equipment identified by IT.
2. The addition of a storage room for meeting room materials as specified.
3. The demolition of both male and female restrooms and the build out of additional stall two stalls to each restroom and additional fixtures needed to match the addition stalls.
 - a. Expand the male locker room area with additional space for lockers
 - i. Replace the current showers with new shower facilities accessible from the garage area.
 - b. Build a female locker room area
 - i. Replace the current shower with new shower facilities
4. Replace all windows throughout the office area of the Administration Building with security windows as per current codes.
5. Replace all flooring throughout the office area of the building with finished non slip concrete
6. Repair and repaint all interior walls
7. Replace Roofing system of the garage area of the Water Administration Building.
 - a. Replace insulation with spray insulation
 - b. Replace all garage doors with commercial grade garage doors with openers
8. Install garage fans sized to move air to maintain employee comfort in summer and winter temperatures.
9. Replace any garage heating units that may need to be replaced.
10. Build exterior storage garage east of the current laydown yard to include 8 (4 opening to the west and 4 opening to the east) garage bays with same commercial grade garage doors and openers.
11. Extend parking lot area to add employee parking spaces
 - a. Repair parking lot and lay down lot asphalt area as specified.
 - b. Restripe parking lot and lay down lot with appropriate markings for vehicle traffic
 - c. Rebuild material pile bins to contain all material in accordance with COG SWPPP
 - d. Install Vector spoils dump area as specified.

Contractor will provide individual pricing for each item above to be summarized in a lump sum fee proposal for overall project. Pricing should include engineering costs, materials and labor costs for installations and all related removal and disposal costs incurred by the project in the final lump sum.

The last day for questions concerning the project or firm selection process is **December 4, 2023** by close of city business. Any final addendum to this RFP will be issued by **December 5, 2023**.

Project Contacts:

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